

UPL Certification Course

FINAL EXAM REVIEW

Review Topics

Click on a review area listed below to continue:

- **Collection Process**
- **Test Basis Codes**
- **Practice questions**
- **Study Topics for the Exam**

It is recommended that you go through all portions of the review, but you may spend as much time in any area as needed..

EXIT

Choose the first step to occur in the collection process.

Donor washes hands with water only

Donor and Observer go to the latrine

Donor signs Unit Ledger

Donor is told to remove excess garments by UPL

Donor washes hands with soap and water

Donor takes custody of the bottle from UPL

UPL Places Specimen bottle in Box

Donor Removes Specimen Bottle Cap

Donor Hands UPL ID Card

Observer signs Unit Ledger

Donor initials bottle label

Donor is released from testing area

UPL initials bottle label

UPL gives donor back his/her ID card

UPL Initiates DD 2624, Unit Ledger & Bottle Label

Donor and Observer return to UPL station

Donor provides the specimen

UPL applies tamper evident tape

UPL Places the Label on the collection bottle

UPL Takes Custody of the bottle from Donor

Choose the next step to occur in the collection process.

Donor Hands UPL ID Card

Donor and Observer go to the latrine

Donor signs Unit Ledger

Donor is told to remove excess garments by UPL

Donor washes hands with soap and water

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UPL Places Specimen bottle in Box

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Donor is released from testing area

Donor washes hands with water only

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UPL initials bottle label

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Donor initials bottle label

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Donor takes custody of the bottle from UPL

Observer signs Unit Ledger

Donor and Observer go to the latrine

Donor is released from testing area

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UPL gives donor back his/her ID card

Donor Removes Specimen Bottle Cap

Donor and Observer return to UPL station

UPL applies tamper evident tape

UPL initials bottle label

UPL Takes Custody of the bottle from Donor

Choose the next step to occur in the collection process.

**Great Job so far,
you are half way
done!**

- Donor Hands UPL ID Card
- Donor is told to remove excess garments by UPL
- UPL Initiates DD 2624, Unit Ledger & Bottle Label
- Donor initials bottle label
- UPL Places the Label on the collection bottle
- Donor takes custody of the bottle from UPL
- Donor and Observer go to the latrine
- Donor washes hands with water only
- Donor Removes Specimen Bottle Cap
- Donor provides the specimen

UPL Places Specimen bottle in Box

Donor signs Unit Ledger

UPL initials bottle label

Donor washes hands with soap and water

Observer signs Unit Ledger

Donor is released from testing area

UPL gives donor back his/her ID card

Donor and Observer return to UPL station

UPL applies tamper evident tape

UPL Takes Custody of the bottle from Donor

Choose the next step to occur in the collection process.

- Donor Hands UPL ID Card
- Donor is told to remove excess garments by UPL
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- Donor initials bottle label
- UPL Places the Label on the collection bottle
- Donor takes custody of the bottle from UPL
- Donor and Observer go to the latrine
- Donor washes hands with water only
- Donor Removes Specimen Bottle Cap
- Donor provides the specimen

Donor washes hands with soap and water

Donor signs Unit Ledger

UPL initials bottle label

UPL Places Specimen bottle in Box

Observer signs Unit Ledger

Donor is released from testing area

UPL gives donor back his/her ID card

Donor and Observer return to UPL station

UPL applies tamper evident tape

UPL Takes Custody of the bottle from Donor

Choose the next step to occur in the collection process.

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Donor is released from testing area

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- Donor provides the specimen

Donor washes hands with soap and water

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- Donor washes hands with water only
- Donor Removes Specimen Bottle Cap
- Donor provides the specimen

Donor washes hands with soap and water

Donor and Observer return to UPL station

UPL Takes Custody of the bottle from Donor

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Observer signs Unit Ledger

Donor is released from testing area

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Choose the next step to occur in the collection process.

- Donor Hands UPL ID Card
- Donor is told to remove excess garments by UPL
- UPL Initiates DD 2624, Unit Ledger & Bottle Label
- Donor initials bottle label
- UPL Places the Label on the collection bottle
- Donor takes custody of the bottle from UPL
- Donor and Observer go to the latrine
- Donor washes hands with water only
- Donor Removes Specimen Bottle Cap
- Donor provides the specimen

Donor washes hands with soap and water

Donor and Observer return to UPL station

UPL Takes Custody of the bottle from Donor

UPL applies tamper evident tape

UPL initials bottle label

UPL Places Specimen bottle in Box

Observer signs Unit Ledger

Donor signs Unit Ledger

Donor is released from testing area

UPL gives donor back his/her ID card

- **Donor Hands UPL ID Card**

- Donor is told to remove excess garments by UPL
- UPL Initiates DD 2624, Unit Ledger & Bottle Label
- Donor initials bottle label
- UPL Places the Label on the collection bottle
- Donor takes custody of the bottle from UPL
- Donor and Observer go to the latrine
- Donor washes hands with water only
- Donor Removes Specimen Bottle Cap
- Donor provides the specimen

- Donor washes hands with soap and water
- Donor and Observer return to UPL station
- UPL Takes Custody of the bottle from Donor
- UPL applies tamper evident tape
- UPL initials bottle label
- UPL Places Specimen bottle in Box
- Observer signs Unit Ledger
- Donor signs Unit Ledger
- UPL gives donor back his/her ID card
- Donor is released from testing area

GREAT JOB! You will need to know the collection process, do you want to try this again?

YES

NO

Break the Code

Instructions: Read the question then click the mouse on your answer. If you get the code right you will move to the next question.

- Clicking on any code below will take you to a review page**
- Clicking anywhere else on the screen will start you**

pr
ion

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #1

What code is placed in Block 9 (Test Basis) of the DD Form 2624 for a Rehabilitation Test?

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #2

What code is placed in Block 9 (Test Basis) of the DD Form 2624 for a 10% Random Test?

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #3

**What code is placed in Block 9
(Test Basis) of the DD Form 2624
for a Volunteer Test?**

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #4

What code is placed in Block 9 (Test Basis) of the DD Form 2624 for a 100% Unit Test?

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #5

**What code is placed in Block 9
(Test Basis) of the DD Form 2624
for a Accident Test?**

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #6

What code is placed in Block 9 (Test Basis) of the DD Form 2624 for a Fitness for Duty test?

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #7

**What code is placed in Block 9
(Test Basis) of the DD Form 2624
for a Physician requested test?**

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #8

**What code is placed in Block 9
(Test Basis) of the DD Form 2624
for a test based on the
commander's policy to test all
Soldiers after R&P?**

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code #9

**What code is placed in Block 9
(Test Basis) of the DD Form 2624
for a test based on Probable
Cause?**

AO

CO

IO

IR

IU

MO

PO

RO

VO

Break the Code

Fantastic! You have identified all the Test Basis codes! Do you want to practice some more?

Practice Questions

Instructions:

Read the question then click the mouse on your answer. If you get the question right you will move to the next question.

Review Question #1

What are the two codes for Block 10 (Test Information) on the DD Form 2624 (Specimen Drug Testing - Custody Document) and what do they signify?

**“E” for Enlisted and “O”
for Officers**

**“A” for E-1 thru E-4 and
“B” for E-5 and Above**

**“A” for Enlisted and “B”
for Officers**

**“M” for Males and “F” for
Females**

Review Question #2

IAW AR 600-85, how many hours of substance abuse awareness training is each Soldier to receive each year?

1 hour

2 hours

3 hours

4 hours

Review Question #3

IAW AR 600-85, what is the minimum rate of drug testing?

**One test per Soldier per
year**

**One random test per
Soldier per year**

**10% per month of assigned
strength**

**10% per month plus a
100% once a year**

Review Question #4

What Soldiers must be tested every year?

All Soldiers

**Maintenance & PRP
Soldiers**

Aviation and PRP Soldiers

**Medical & Aviation
Soldiers**

Review Question #5

**What is the most important action that
ANYONE can take to prevent the
transmission of disease is...**

Wear Gloves

Disinfect their work area

Get Vaccinated

Wash their hands

Review Question #6

Which of the following is a reason for not testing a Soldier after he/she were selected?

Pregnancy

**A female Soldier is on her
period**

**Taking Prescription
Medication**

None of these reasons

Review Question #7

What are the two rotational drugs that are tested for at the drug testing laboratory?

Barbiturates & Opiates

Opiates & Cocaine

PCP & Amphetamines

Opiates &

Review

Question #2

Which of these illustrates a properly completed chain of custody (Back side of DD Form 2624) for a UPL shipping the specimen to the laboratory through regular US mail?

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 040905	SIGNATURE John T. Smith	SIGNATURE	Specimnes shipped to FTDITL by USPS
	NAME John T. Smith	NAME USPS	

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 040905	SIGNATURE John T. Smith	SIGNATURE JT Mail clerk	Specimnes shipped to FTDITL by USPS
	NAME John T. Smith	NAME JT Mail clerk	

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 040905	SIGNATURE John T. Smith	SIGNATURE	Specimnes shipped to FTDITL by USPS
	NAME John T. Smith	NAME	

12. CHAIN OF CUSTODY		LAN	THRU
DATE (YYMMDD) a.	RELEASED BY b.	RECEIVED BY c.	PURPOSE OF CHANGE/ REMARKS d.
(1) 040905	SIGNATURE John T. Smith	SIGNATURE John T. Smith	Specimnes shipped to FTDITL by USPS
	NAME John T. Smith	NAME USPS	

Review Question #9

MDMA or Ecstasy is considered to be what type of drug?

Date Rape Drug

CNS Depressant

Club Drug

Inhalant

Review

Question #10

Which of the labels below is correct for a completed specimen (Assuming it is on a collection bottle)?

123-45-6789

J TS
UPL init

J BM
Donor Init

20040907

FC03

7 Sep 04

123-45-6789

J TS
UPL init

J BM
Donor Init

FC03

7 Sep 04

FC03

J TS
UPL init

J BM
Donor Init

123-45-6789

20040907

FC03

J TS
UPL init

J BM
Donor Init

123-45-6789

Review Questions

- **The questions that we just went over should give you an idea of what to expect on the 50 question exam on Friday.**

Good Luck!

Back to main menu

Break the Codes

OOPS, you selected the wrong code.

This may help you remember the Test Basis codes.

- AO = **A**ccident **O**rdered
- CO = **C**ommander Directed or **C**ommander **O**rdered
(Also know as a Fitness or Competence for Duty test)
- IO = **I**nspection **O**ther - Based on commander's policy
- IR = **I**nspection **R**andom - 10% monthly test
- IU = **I**nspection **U**nit (100% test)
- MO = **M**edical Directed or **M**edical **O**rdered
- PO = **P**robable cause **O**rdered
- RO = **R**ehabilitation **O**rdered
- VO = **V**olunteer or **V**olunteer **O**rdered

Click the mouse to return and try again.

Break the Codes

This may help you remember the Test Basis codes.

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- CO = **C**ommander Directed or **C**ommander **O**rdered
(Also know as a Fitness or Competence for Duty test)
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- IU = **I**nspection **U**nit (100% test)
- MO = **M**edical Directed or **M**edical **O**rdered
- PO = **P**robable cause **O**rdered
- RO = **R**ehabilitation **O**rdered
- VO = **V**olunteer or **V**olunteer **O**rdered

Click the mouse to return

OOPS, that was incorrect.

Review the information below and try again.

This may help you remember the drugs
that the laboratory tests for:

● **C-A-T-H**

- Cocaine, Amphetamines, THC and Heroin (All specimens are tested for these drugs)
- Drugs tested on a rotational basis
 - Opiates, LSD, PCP, and Oxycodone/Oxymorphone

Click the mouse to return and try again.

OOPS, that was incorrect.

Review the information below and try again.

● Chain of custody: Points to remember

- The UPL is ALWAYS the first person to sign the chain of custody.
- For shipment – only the mode of shipment must be placed in the received by column. FedEx, UPS, postmen, and mail clerks received packaged specimens and Do Not Sign the DD form 2624. Who and for what must be placed in the remarks column, i.e. **“Collected specimens turned in to ASAP for processing”**.
- Temporary Storage:
 - The location of the safe (bldg & room number) must be placed on the received line.
 - All specimens placed in temporary storage must be taken out of temporary storage before shipment.
 - The UPL would be the “received by” person when the specimens are removed.

Click the mouse to return and try again.

OOPS, that was incorrect.

Review the information below and

try again

How to Make a Bottle Label

In the upper left hand corner print today's date in the YYYYMMDD format. Make sure to leave about 1/2 inch of space from the edge of the label. Example: If today was November 26, 2003 then enter the date as 20031126.

In the upper right hand corner print your four character Base Area Code (BAC) . Make sure to leave about 1/2 inch of space from the edge of the label.

On the left side (1/2 inch in from the label edge) and about the middle of the label from top to bottom place a short line and write "UPL init" under it.

On the Right Side (1/2 inch in from the label edge) and about the middle of the label from top to bottom place a short line and write "Donor Init" under it.

In the lower left hand corner print the donors social security number from his/her ID Card. Make sure to leave about 1/2 inch of space from the edge of the label.

20031126

FC 99

UPL Init

Donor Init

123-45-6789

Click the mouse to return and try again.

Study Topics for the Exam

The exam break out is listed below. This should help you concentrate your studying on important areas.

- **Track 1 (3 Questions)**
- **Track 2 (35 Questions)**
 - **Collection Procedure**
 - Step by step process
 - What do initials and signatures indicate
 - DD Form 2624, Unit Ledger, Bottle label
 - Pre-collection Procedures
 - Post-collection Procedures
 - The Laboratory - Drugs tested for
- **Track 3 (6 Questions)**
 - Positive specimens
 - Limited use policy
 - Alcohol Testing
- **Track 4 (2 questions)**
 - Unit Prevention Plan
 - Mandatory substance abuse training
- **Track 5 (4 Questions)**
 - Drugs of abuse

Click the mouse to return main menu